

**New York State Department of Health
RFA: 0510201200 SBHC RFA 2006
School-Based Health Center Program**

MODIFICATIONS TO THE SCHOOL-BASED HEALTH CENTER (SBHC) RFA

The following modifications have been made to the SBHC RFA:

1. The due date for RFA applications has been extended from June 12, 2006 to August 23, 2006.
2. On Page 22 of the RFA under Section VII, B, Documented History of SBHC Service Delivery, the period of time for which current SBHC sponsors will be evaluated on their history of providing comprehensive primary preventive health care services to children and adolescents in SBHCs has been changed from July 1, 2001 through June 30, 2005 to July 1, 2001 through March 15, 2006 (the date of the RFA release).
3. The March 15, 2006 State Register announcement erroneously stated that to be eligible to apply for the SBHC RFA, each SBHC sponsored by the applicant must have an enrollment of 200 or more students. This is not an eligibility requirement of the RFA. This error was corrected in a subsequent issue of the State Register released on April 12, 2006. The eligibility criteria stated in the April 12, 2006 State Register announcement now match the eligibility requirements listed in the SBHC RFA.

ANSWERS TO QUESTIONS RECEIVED REGARDING THE SBHC RFA

ELIGIBILITY REQUIREMENTS

1. **There is a discrepancy between the eligibility requirements published in the State Register on 3/15/06 and the actual RFA document sent to eligible providers and posted on the Department of Health's website. Which requirements are correct?**

The March 15, 2006 State Register announcement erroneously stated that to be eligible to apply for the SBHC RFA, each SBHC sponsored by the applicant must have an enrollment of 200 or more students. This is not an eligibility requirement of the RFA. This error was corrected in a subsequent issue of the State Register released on April 12, 2006. The eligibility criteria stated in this April 12, 2006 announcement now match the eligibility requirements listed in the SBHC RFA.

2. **Please confirm whether the following sites can be included in our SBHC RFA application:**
 1. Existing/operational funded SBHCs; and
 2. Existing/operational non-funded SBHCs; and
 3. New SBHCs for which a site establishment application was submitted

by August 12, 2005.

We understand there is no guarantee the new SBHCs and existing non-funded SBHCs schools will receive funding from the \$11 million pot.

See response to Question #3, below

3. Please explain if the RFA funding is for our existing SBHCs or for new ones?

The answer below is in response to both Question 2 and Question 3:

As outlined in the RFA (page 4, Section III, #2), applicants can request funding through the RFA for any eligible SBHC site. To be considered an eligible site, the site must meet one of the following criteria:

- The site was awarded funding as a result of the 2001 SBHC RFA and continued to receive funding throughout the five-year RFA cycle; *or*
- The site is currently approved and operating, but not currently funded as a result of the 2001 RFA; *or*
- The site is a proposed new SBHC site for which a substantially complete site establishment application was postmarked by August 12, 2005.

RFA applications may include any number of existing funded sites, unfunded sites and/or proposed new SBHC sites for which a substantially complete site establishment application was received by August 12, 2005. However, the Department reserves the right to limit funding for existing unfunded and new sites, depending on availability of funds. There is no guarantee that any particular site, including existing funded sites, will be funded through this RFA.

4. Can a Health Care Provider still apply for a new school even though the school in question was not included in the submitted NYS August (2005) application?

A provider cannot include a request for **grant funding** for a **new** SBHC site (i.e., a site that was not in operation prior to August 12, 2005) in the response to this RFA unless an application to establish the site was received by August 12, 2005, as described in the response to Questions 2 and 3 above.

New site establishment applications for approval to **establish and operate** a SBHC are accepted and reviewed on an ongoing basis. These applications are for requesting approval to open and operate a SBHC, they are not a request for funding and are handled in a process separate from this RFA. Please see the response to Question 67 in this document for additional information on submission of site establishment applications.

5. Is a list of organizations that submitted an application to NYSDOH (that was due August 15, 2005) available?

Yes, the list of Article 28 sponsors which submitted a substantially complete application to establish a new SBHC site by August 12, 2005 (not August 15, 2005) is appended to this document for your reference.

6. **Page 3 of the RFA states that eligible applicants must be "...a not-for-profit hospital..." Hospital "A" (name deleted) is a State of New York entity and due to this status does not have not-for-profit status from an Internal Revenue Service standpoint. Would you please confirm that Hospital "A" is eligible to respond to this RFA?**

For the purposes of this RFA all public hospitals, including hospitals operated by the State of New York, are considered not-for-profit and are eligible to apply for funding as long as they meet the other eligibility criteria specified in Pages 3 and 4 of the RFA under Section II, "Who May Apply."

7. **Page 4 of Section III. 2.b), Paragraph 2 states: "Applicants may include any number of existing unfunded and/or proposed new SBHC sites in their application...the Department reserves the right to limit funding for existing unfunded and new sites..." If an applicant has taken over the sponsorship of a pre-existing SBHC operated by a different provider, and that SBHC was not part of the previous 2001 RFA funding cycle of the new sponsor, how is that factored into the funding decisions, and is it considered a new site with a new sponsor?**

See response to Question 8, below.

8. **If our facility, which is a current sponsor of currently operating SBHC sites, assumes sponsorship for another current sponsor's currently operating SBHC sites, can we include those sites in our 2006 RFA application?**

The answer below is in response to both Question 7 and Question 8:

The process to transfer sponsorship of existing sites from one sponsor to another is separate from RFA process, and may not necessarily occur in conjunction with deadlines associated with the RFA. Therefore, the mechanism for transferring grant funding, if any, that is associated with a particular SBHC site will vary depending on the timing of the transfer:

- **If your facility already assumed sponsorship of another current sponsor's funded or unfunded SBHC site(s) on or before August 23, 2006** (the due date for RFA applications), then you may include these site(s) in your RFA application as existing site(s).
- **If the transfer of currently operating funded and/or unfunded sites from the current sponsor to your facility is currently in process**, then the site(s) may be included in your request for funding. In your application, you should describe your intent to assume sponsorship of these sites and where you are in that process. The NYS Department of Health (NYSDOH) will take the site(s) transferred or planned for transfer into consideration when evaluating applications and calculating awards under this RFA.

However, prior to finalizing a contract for a funding award that includes the transferred site(s), the previous sponsor of those sites must submit written notification to NYSDOH that they are relinquishing sponsorship for the site(s), and the facility assuming sponsorship must have submitted an application to assume sponsorship of the site(s) in a manner specified by the NYSDOH School Health Program, and that application must be approved by NYSDOH.

- **If the transfer of currently operating funded and/or unfunded sites occurs during the RFA application review period, or after awards have been made under this RFA**, then transfer of grant funding for those sites, if any, will be handled separately from the RFA process. Although awards made through this RFA are at a sponsor level, specific SBHC sites are a critical factor in evaluating RFA applications and assigning awards. Therefore, if a sponsor receives an award under this RFA based on the inclusion of specific SBHC site(s), and subsequently relinquishes sponsorship of these site(s), then NYSDOH may reduce their grant award accordingly. In reassigning such grant funding, NYSDOH will consider a number of relevant factors, including need for continued funding of the site(s) in question, administrative and clinical experience and competence of potential sponsors in the community that are willing to assume sponsorship of the site(s), and willingness of school districts to enter in agreements with potential sponsors for SBHC services.

For information on transfer of SBHC sites from one sponsor to another, please contact the School Health Program at (518) 486-4966.

9. We currently have our SBHC organized under Hospital “X” (name deleted). The D&TC “Y” (name deleted) is also organized under Hospital “X.” If we were to move the SBHC to be under the D&TC “Y,” would that be considered a new application?

The Hospital and D&TC you reference in your question are separate corporate entities, each with its own operating certificate. Therefore, in this specific instance, moving sponsorship of the SBHC site(s) in question from Hospital “X” to the D&TC “Y” would be considered a transfer of existing SBHC site(s) from one sponsor to another. As described above, the process to apply for transfer of current sites is separate from the RFA process.

For additional information on transfer of currently operating SBHC sites from one sponsor to another, please refer to the response to Questions 7 and 8, above.

10. We are applying for two existing funded sites: School “A” (name deleted) and School “B” (name deleted), and a proposed site at High School “C” (name deleted), for which we submitted an application prior to August 12, 2005. Shall we assume that the new site (High School “C”) application was acceptable and proceed to include in our Application B Table A Summary Budget, all sites, both the two existing and the one proposed site?

All Article 28 sponsors and potential sponsors that submitted a site establishment package by the August 12, 2005 deadline have received written correspondence from the New York State

Department of Health advising whether or not the proposed site is eligible to be included in the application for funding for the School-Based Health Center RFA. If you have not received this correspondence, please contact Annette Johnson at the email address or phone number listed in the RFA to obtain a copy of this correspondence. If the application for the proposed new site was deemed substantially complete, you may include the site in your application for funding through this RFA, along with your existing (currently operating) funded and/or unfunded sites.

11. Per Page 6 of the RFA, “SBHCs must be located in high-need schools....” How do we find out if any specific school is a high-need school? Is there a list (where do we get it?), a standard (what is it?), or is it our assessment?

Please refer to Page 5 of the RFA for an explanation of what constitutes “high need.” Specifically, Section III, Number 3 on Page 5 states:

Sponsors must document at least one of the following for each site:

- (1) The SBHC site is located in a high-need district as designated by the NYS Education Department (Attachment 3) and/or:
- (2) There is a demonstrated need for services in the school district in which the SBHC site is located. Applicants must document need for these services, based on one or more of the factors listed below. Specific indicators, both qualitative and quantitative, should be included in the description in the RFA application.
 - Socio-economic
 - Education
 - Geographic
 - Health care workforce
 - Health care resources
 - Health status indicators
 - Insurance coverage
 - Systems issues

RFA FUNDING

12. What is the pot of money to be distributed? Will there be more money available than last year?

At this time, approximately \$11 million is available to be distributed through this RFA.

13. If the sponsor submits an application for “x” dollars and receives less, will they have the option to scale back the project in line with the money received?

The Department will work with the sponsor to develop a workplan commensurate with the awarded amount and the Principles and Guidelines for School-Based Health Centers in New York State.

14. Has a contract extension been requested?

See response to Question 15, below.

- 15. Applications are due June 12, 2006. When are awards expected to be announced? Will there be interim funding available if awards are made after July 1, 2006? When will we hear about this?**

The answer below is in response to both Question 14 and Question 15:

The due date for RFA applications has been extended to August 23, 2006. The Department has initiated the necessary steps to provide for continuation of SBHC services beyond the current contract expiration date of June 30, 2006. Updated information on the status of the Department's efforts to ensure continuity of services will be provided as soon as it becomes available. We anticipate awards will be announced in early 2007.

- 16. Page 2 indicated that the tobacco and dental grants will not be "solicited as part of this procurement." Is there any information available on other opportunities to reapply for funding?**

See response to Question 17, below.

- 17. When will the tobacco and dental RFA be announced?**

The response below is to both Question 16 and Question 17:

The Department will provide updates on funding opportunities for tobacco and dental services as information becomes available. The Department has initiated the necessary steps to provide for continuation of school-based tobacco and dental services beyond the current contract expiration date of June 30, 2006.

- 18. Page 3, fifth paragraph of the RFP states that: "The Department reserves the right to annually recalculate awards made to contractors based on changes in enrollment, available funding, or other factors." Is there a more specific explanation of what the "other factors" will consist of?**

Other factors that may be considered when determining grant awards include, but are not limited to, changes in student population, number of sites, and the scope of services provided.

- 19. Can the Health Provider move the funding of an existing SBHC site to a school that was not included in the submitted NYS August (2005) application?**

As indicated in the second paragraph on Page 3 of the RFA, with Department approval, sponsors awarded funding through this RFA may have the flexibility to use grant funds for other approved SBHC sites they sponsor, contingent on the availability of funds and prior negotiation and approval of a modified workplan and budget with the Department. This is intended to provide sponsors with flexibility to allocate their grant funding to sites as needed, with approval from the Department. This could include new sites that were not included in

site establishment applications submitted to the Department on or before August 12, 2005, but that are approved for operation at a later date. Sponsors interested in establishing a new site(s) can contact the School Health Program at (518) 486-4966 for instructions on how to proceed.

- 20. Regarding the award amounts (p.24), what is the “per enrollee” cost for the MARO region? If you do not know this yet, could you provide an estimate or tell us what it was in the last award cycle?**

For the purpose of this RFA, the “per enrollee” cost for the MARO Region (MARO-NYC and MARO-other than NYC) is \$200, and the upstate “per enrollee” cost is \$161.

- 21. If there is not enough funding for the proposed new site, will we still be able to secure base funding for the two existing sites (assuming an acceptable RFA application)?**

Submitting a new site application will not negatively impact RFA funding of existing sites.

- 22. If a new site applicant is awarded the approval to open and operate a new SBHC and for some reason the new SBHC is not operational within a year, would the award that was granted to the provider for the new site be returned to the NYSDOH and used in future years in support of the SBHC program statewide? In other words, would unused funding be available to other providers in the future during the remaining years of the five-year approval term?**

Applicants awarded funding for a proposed new site will be given the award with the Department’s expectation that the new site will be open and operational within one year of the start of the funding cycle. If the proposed new site does not open within that timeframe, the applicant’s award may be adjusted accordingly. If and when this situation occurs, and if and when it results in additional funds being available, a decision will be made at that time.

- 23. Page 24, D, Review Process, paragraph 7 states: “In calculating awards, consideration also will be given to applicants’ current award amounts to ensure continuity of services. These calculated awards will then be compared to the allowable amount requested... and the applicant will be awarded the lower of the two amounts.” Does this mean that applicants will not receive any additional funding that is above their current award?**

It is possible an applicant may receive an award that is higher than the amount currently received. Current funding will be taken into consideration when calculating awards. Regardless of the calculated award amount, no applicant may receive more than the allowable amount requested in their application.

APPLICATION CONTENT:

- 24. Page 16, Section VII, A. 7. a., Statement of Need, requests that quantitative and qualitative data support the designation of a school as high-need. If the applicant has**

SBHCs in several different geographically different areas, should there be a separate description of each neighborhood?

As described on Page 5 of the RFA, Section III, 3, applicants must document need for **each SBHC site** included in the RFA application. Geographic indicators are one of several criteria that may be used to demonstrate the need for services. Please refer to Page 5 of the RFA, Section III, 3 for other criteria that may be used in demonstrating need.

25. This question is in reference to Page 17 of the RFA, second bullet under 8a. Should we submit the CQI/QA plan for the whole hospital, or just for the SBHC program?

Information regarding requirements for CQI/QA can be found on pages 17 (VII. 8a) and 19 (VII. 10) of the RFA. The applicant should submit one comprehensive CQI/QA plan that integrates the policies and procedures for both the Article 28 facility and for all SBHC sites the Article 28 sponsors.

26. Page 19, Section VII, 10. QA/CQI, paragraph 2 states: “A copy of the applicant’s SBHC program QA/CQI policy and procedures should be included with the RFA proposal.” Since only 3 pages of the application can be used to describe the QA/CQI plan, can a full copy of the plan be included in the application’s attachment section?

A copy of the applicant’s QA/CQI policy should be submitted as an attachment to the RFA application. Please see question and answer #25 above for more information on this topic.

27. Page 20, Section VII, 11.a. Workplan, paragraph 3 states: “...enrollment projections will be assessed using school census data from the Basic Education Data System (BEDS)...” How is the BEDS information available to local sponsors of School Based Health Centers? In New York City, the Department of Education frequently changes the configuration of schools and enrollment can change from year to year. How can we obtain and/or project this information? In addition, Attachment 10 requires applicant to enter BEDS school code – how and where can these 12 digit code numbers be obtained?

Applicants can obtain BEDS code information from the following website:

[http://portal.nysed.gov/pls/pref/sed.sed_inst_qry_vw\\$.startup](http://portal.nysed.gov/pls/pref/sed.sed_inst_qry_vw$.startup)

Complete the name field per the instructions below:

Name (popular or legal): enter the following underlined phrase: %name of the school% (this differs from the instructions at the top of the web page).

Hit the enter key. All of the schools (and corresponding addresses) with the name you entered will appear. Select the appropriate school. The “SED Code” is returned in response and is the BEDS code for that school.

If you need assistance obtaining the BEDS code for your SBHC sites, please call the School Health Program at 518-486-4966.

- 28. Page 20, Section VII. 11. b. Timeline states: “All applicants should provide a timeline indicating anticipated SBHC Program major accomplishments during the five-year period covered by this RFA.” Is this a separate timeline requirement, distinct from the Workplan, Appendix D, which also requests specific objectives with timeframes? If so, is there a form or format for the five-year timeline? In addition, since school populations are frequently shifting and changing in New York City, how can we project the pending shifts in school populations when we often do not know what the Department of Education will be planning from year to year, let alone the next five years?**

Yes, the five-year timeline of accomplishments is required in addition to the timeframes in the workplan. The timeline, timeframes and activities should be consistent with the goals, objectives, and timeframes described in the workplan and should reflect the sponsor’s projections for implementing/maintaining the project over the five-year period of the RFA. No specific format is required for the timeline, which should include information that you are aware of at the time you complete the RFA application.

- 29. RFA Section 7, Statement of Need Page 16: For new sites, if accurate data on student insurance status is unavailable, is use of data for the current service population of the Article 28 facility acceptable as a proxy for this indicator?**

As stated on Page 16 of the RFA, Section VII. A. #7, applicants are required to provide SBHC program-wide statistics regarding the percent of students covered by third party insurance, and the percent of students who are uninsured or underinsured. In completing this section of your RFA application, you should use the most accurate data available to you. If you do not have data you consider accurate, you may choose to submit estimates or projections based on other verifiable data sources.

- 30. Does the PERT document need to be submitted with the RFA?**

No. The RFA is a mechanism to provide funding for SBHCs; it is separate from the process to obtain approval to establish sites. The Program Effectiveness Review Tool (PERT) is submitted as part of the site establishment application process and should not be submitted with the RFA application.

- 31. Will the application need to include letters of support, MOUs and floorplans?**

See response to question 34, below.

- 32. In addition to the required MOU with the SBHC site, school district/principal, should letters of commitment/support from key collaborators, if any, be submitted with the application?**

See response to Question 34, below.

33. Is there a standard MOU form to be completed by the relevant agencies?

See response to Question 34, below.

34. Are SBHC applicants expected to include a Memorandum of Understanding between the school, school district and health provider with the application? (MOU was not addressed in the RFA).

The response below is to Question 31, Question 32, Question 33, and Question 34:

The response to the RFA is a request for funding of sites, not a request for approval to establish a SBHC site. MOUs and floor plans are **NOT** required for the RFA process. Letters of commitment/support may be included with the RFA application to demonstrate community acknowledgement of and support for the SBHC project, but are not required.

35. Would existing SBHC providers applying for approval to continue operating in an existing site be required to submit floor plans of the existing SBHC location with the application? Floor plans were not addressed in the RFA.

The response to the RFA is a request for funding of sites, not a request for approval to establish a SBHC site. Floor plans should **not** be included with the RFA application.

36. This question refers to Page 4 of Section III, Guidance to Applicants. We submitted the new sites applications last year (due August 12, 2005). Do we need to re-submit the information on those new applicant sites again with this RFA? If we do re-submit the information, can we add any new sites with this RFA?

The information included in the site establishment applications submitted by August 12, 2005 should **not** be resubmitted with the RFA application. Applicants should follow the directions in the RFA (Section VII, pages 15-22) to determine what information to include in their RFA response.

New site applications should not be included with the RFA. The RFA is a mechanism for funding SBHC programs. There is a totally separate process for submitting a **SBHC Establishment Application**, which can be obtained by contacting the School Health Program at (518) 486-4966.

37. This question is in reference to Page 22, Documented History of SBHC Service Delivery. Since we have been evaluated, do we need to respond to this section at all?

No. Applicants should not submit any information for this section of the RFA. This section will be scored based on existing Program data submitted to the Department and information from monitoring visits. Please note that the RFA specifies that the time period covered by

this review will be from July 1, 2001 through June 30, 2005. The ending date of this time period was not entered correctly in the RFA. The correct time period for this review is July 1, 2001 through March 15, 2006 (the date of RFA issuance).

SCHOOL-BASED HEALTH CENTER SERVICES:

38. Would a SBHC have an option to collaborate with another agency to provide social services on-site for the SBHC patients/families?

Yes. Please see Page 9, section “b” of Attachment 1 of the RFA (the Principles and Guidelines for School Based Health Centers in New York State). A school-based health center may provide initial assessments and referrals to social service agencies, as well as providing some on-site services directly.

39. In the list of desirable “expanded services” what is meant by “social services”? Will referrals to our county Department of Social Services constitute fulfillment of this?

Please see Page 9, section “b” of Attachment 1 of the RFA (the Principles and Guidelines for School Based Health Centers in New York State). Per the Principles and Guidelines, social services are defined as:

- Provision of basic needs (food, clothing, shelter);
- Provision of legal services;
- Public Assistance;
- Assistance with enrollment in Medicaid and other third party insurance;
- Assistance with seeking employment;
- Assistance with obtaining day care; and
- Assistance with making transportation arrangements to the sponsoring facility or referral site.

The provision of social services (either directly or by referral), while highly encouraged, is not a required core SBHC activity. However, if you choose to refer for these services, rather than provide them directly, you must follow the referral guidelines on Page 8 of Attachment 1. If your SBHC refers all enrollees for social services to the county Department of Social Services, provision of these services cannot be attributed to the SBHC.

40. If a SBHC is located in a building that houses multiple schools, should it be assumed that the SBHC will serve all students in that building, and should all calculations (such as enrollment) be based on one total figure for all schools in that building? If not, detailed instructions are requested.

SBHCs are expected to offer services to all students in all schools located within the building in which the SBHC is housed. Your application for funding through this RFA should reflect your anticipated enrollment.

- 41. This question is in reference to Page 19 of the RFA, Section b Expanded Activities and Services: Are the SBHCs able to treat the student enrollees' children under the age of 3? Are the SBHCs able to provide well childcare for these children?**

Yes. Please refer to Page 9 of Attachment 1, # 4c. SBHCs can treat student enrollees' children, regardless of age, and provide well childcare. These are optional services.

- 42. Regarding the hours of operation, Page 7, Section C of the RFA indicates that after school service at the SBHC is desirable. Is the additional expense for this allowable as a budget item?**

Funding through this RFA is only for required core services. After school activities are desirable, but are neither mandatory nor required core services. As with "Expanded Services," if the sponsor provides these activities, the costs must be funded by a source(s) other than the SBHC RFA award.

STAFFING/STAFFING RATIO

- 43. If an existing school adds an after-school and/or summer program, what is the staffing requirement for an after-school or summer school population? Would a provider have the opportunity to adjust the minimum staffing during the after-school and summer school periods or would there be a requirement to retain full staffing during these extended school hours? Typically in our district, as an example, after school may entail 2 ½ -3 afternoon (after regular school) hours per day, summer would entail 3 hours of academics and 2 hours of social-recreational programming, for a total of 5 hour day each week for 6 weeks.**

If an approved SBHC site provides **core** SBHC services for students either after school or during the summer, the required staffing ratio would not change from the ratio required during the regular school day. However, if the SBHC enrollment is lower for the after school or summer program, the number and/or percent full-time equivalent of staff providing **core** services can be reduced to correspond with the decrease in enrollment. For example, per the chart on the top of Attachment 13, Part 2 of the SBHC RFA, two Nurse Practitioners (NPs) would be required for a SBHC enrollment of 2,000 to 2,449. If this enrollment decreased to 715 students during the provision of **core** services in the after school or summer program, only one NP would be required during these periods.

There are no required staffing ratios for the provision of **non-core** services; staffing should be appropriate to accomplish proposed non-core activities and meet the needs of students served.

- 44. Attachment 13, part 2 is the SBHC Required Staffing Ratios. There is a table specific to High Need High Schools. How can we determine if a school is a high need High School? Do we assume it is a high need HS if the district is a high need district as per Attachment 3?**

See response to question 45, below.

- 45. Attachment 13, Part 2, shows SBHC required staffing ratios and modifications to the required staffing ratios for high-risk high schools. The school at which we plan to establish a center is a MIDDLE SCHOOL in a high-risk district. Would we be expected to follow the “minimum required” or the “Modifications to Staffing Ratios for High Need High Schools”?**

The answer below is in response to both Question 44 and Question 45:

This answer will clarify Part 2 of Attachment 13. There are two staffing ratio tables in Part 2. The top table refers to staffing ratios required for elementary and middle schools. The bottom table refers to staffing ratios required in high schools. The phrase “high need high school” should read “high schools.” There is no subset of high schools that is considered high-need for the purpose of establishing staffing ratios.

As described on Page 5 of the RFA, #III, 3 (1) and (2), for a SBHC site to be eligible for inclusion in the RFA application, the site must be located in a high-need district as designated by the NYS Education Department (see Attachment 3) and/or be in a school district with demonstrated need as described in Section III, 3 (2).

Middle schools are required to meet the minimum staffing requirements listed in the table at the top of the page. RFA funding requests for staffing may only include the staffing required to meet the minimum ratios.

- 46. From the Principles and Guidelines, Page 11, Mental Health Providers: If there are two or more mental health providers at any site, and the first is licensed, does the second have to be licensed? For instance, if there is an LMSW, can the second provider be an unlicensed MSW? Can the mental health supervisor also be a service provider?**

All mental health providers who render services in SBHCs must be licensed. Please refer to Attachment 1, Principles and Guidelines for School Based Health Centers in New York State, Pages 11 and 12, for the list of licensed mental health staff. The mental health supervisor can provide services.

FISCAL REQUIREMENTS

- 47. Page 22, Section VII. third bullet states: “The following expenses cannot be charged against funding awarded by New York State under this RFA... 2) rent.” We understand that there is now approved legislation within Education Law that allows schools to charge rent to CBOs and other organizations. How would this requirement be upheld? Will SBHCs be exempt from this legislation?”**

At this time, rent is not an allowable expense against grants awarded under this RFA and cannot be included in your request for funding.

- 48. Page 21 of the RFA, Section VII. 12. Budget/Budget Justification, fifth bullet states: “Article 28 sponsors that have current contracts with in-kind contribution levels above 10% are expected to continue the current level of in-kind support.” If the sponsor had a time-limited grant that allowed a prior in-kind contribution level of higher than 10%, and that grant has ended, how can a sponsor be expected to continue the higher level of in-kind contributions?**

See response to Question 50, below.

- 49. Regarding in-kind support requirements (Page 21 of the RFA), our facility will be contributing in-kind support in excess of 10% for Year 1 only due to start up costs. We do not have a current DOH contract for a school based health program. If we receive funding from DOH, will we be expected to contribute in-kind funds in excess of 10% in future years just because we did in the initial year?**

See response to Question 50, below.

- 50. How rigid is the expectation that Article 28 sponsors with current contracts with in-kind contributions maintain their current level of support?**

The response below is to Question 48, question 49, and Question 50:

Per the fifth bullet on Page 21 of the RFA, Sponsoring Article 28 facilities are required to provide an in-kind contribution equaling at least 10% of the total operating budget. Article 28 sponsors which have current contracts with in-kind contribution levels above 10% are expected to continue the current level of in-kind support or provide a detailed justification of why this cannot be done. If a new sponsor contributes more in-kind in the first year of a SBHC’s operation to facilitate start-up, the amount contributed for that start-up period does not “set” the amount of in-kind expected in subsequent years. However, a minimum in-kind contribution of 10% or higher is required in all years.

- 51. Regarding the 10% limitation on “administrative costs” (Page 22 of the RFA) would you please clarify further what falls within this category (such as Medicaid billing done by hospital staff, duties of the SBHC Program Manager, etc.)?**

Administrative costs are identifiable and verifiable expenses for duties performed in support of a grant by persons not directly involved in the provision of deliverables as outlined in the workplan. Some examples of administrative costs include: payroll, bookkeeping, audit, facility maintenance, grants office support, and billing attributable to the SBHC. Duties of the Program Manager and other SBHC staff are not considered administrative costs. Costs shown must not duplicate funding requested in other categories of the budget.

- 52. Is grant funding up to 90% allowed in request of support of SBHC core services?**

SBHC Article 28 sponsors are required to provide an in-kind contribution equaling at least 10% of the total operating budget. Other than this in-kind requirement, there is no limit on

the percentage of the core costs a sponsor can request funding for in the RFA budget. Funding may not be requested for remodeling/modification of the SBHC structure, or for rent, maintenance, utility bills, indirect costs, and/or telephones/telephone service. Awards made by the NYSDOH to successful applicants of this RFA will reflect reductions for any third party health insurance reimbursement received for core SBHC services, and any other state, local, or federal funding received for core services provided by applicants' SBHC programs. This reduction includes Health Care Reform Act awards utilized for SBHC core services.

- 53. From page 21 of the RFA: "This reduction includes Health Care Reform Act (HCRA) awards used for SBHC core services." I would like clarification on this statement. Am I correct that we should use past HCRA awards to project anticipated awards as revenue for this contract? Can these funds be applied to support NON-core services, or only core services?**

See response to Question 54, below.

- 54. In developing the budget, should we include ongoing HCRA, TANF and Legislative Add On funding at the levels we are currently receiving them?**

The answer below is in response to both Question 53 and Question 54:

Applicants should use the existing level of HCRA, TANF and other funding sources in developing projections for the budget for the RFA, to the extent this funding is proposed to be used for core services.

HCRA funds can be utilized for both core and non-core services. If SBHC sponsors receive funds from another source, such as HCRA, third party reimbursement, other grants, or other sources of funding, and plan to apply all or part of these funds to the provision of SBHC services, both the amount and source of any SBHC program funding received outside the NYSDOH SBHC RFA process should be shown in the column in the budget forms entitled "Amount and Source of Other Revenue..."

For detailed instructions on completion of the budget, please refer to Attachment 13, part 1.

- 55. Attachment 13, part 1, paragraph 3 states: "Maximization of third party reimbursement and other revenue is a positive indication of future SBHC viability and sustainability." How does NYSDOH expect SBHC sponsors can maximize reimbursement when large numbers of children who were eligible for Medicaid reimbursement for services provided by SBHCs under CHIP A are now not eligible, because they have been transferred to CHIP B, and SBHCs are not able to bill Medicaid for reimbursement under CHIP B?**

The Department is aware of the change in Medicaid eligibility you reference in your question. For the purpose of this RFA, include budgeted third party funds (including Medicaid), federal grants, and funding from private foundations.

- 56. In Attachment 13, we are asked to provide the amount of third party reimbursement we expect to receive, and allocate the third party monies to both core and non-core positions. May we allocate funding to non-core positions, or must all Medicaid reimbursement be allocated to core services?**

Third party health insurance reimbursement for SBHC services should be allocated to activities allowable for that funding source. If Medicaid is billed for core clinical services, the Medicaid revenue should be budgeted for core services.

- 57. Attachment 13, part 2 shows the maximum FTE for each core staff position based on the number of students enrolled. If a SBHC has a higher staffing ratio in any of the core staff positions at a given School Based Health Center, will only the ratio percentages shown on this chart be covered by funding from this RFA? Can other funding, such as third party reimbursement or in-kind contributions, cover the balance, if staffing patterns exceed the ratios in this chart?**

Only the required full-time equivalent (FTE) listed in Attachment 13, Part 2 will be considered for RFA funding. Sponsors should use non-grant funding for its intended purposes, which may include covering the remainder of SBHC staff costs if the staffing pattern exceeds the ratio in the chart in Attachment 13, Part 2.

- 58. The RFA is clear that funding from this announcement is only to be used for 'core' services. What restrictions (if any) are there in applying for approval to use other NYSDOH funding (such as HCRA or other grants) for non-core services, such as nutrition education, group health education, etc.? (Page 7, 1st paragraph of the RFA).**

At this time, only funds awarded through this RFA are required to be used for core services. Applicants may request approval to use other NYSDOH funds for non-core services. HCRA funds are not required to be used for core services. The use of TANF awards can be discussed with School Health Program staff.

- 59. RFA Budget Section (Attachments 13 and 14): If funding is being requested for multiple SBHC sites, should separate budget forms be submitted for each site?**

No. The budget for the response to the RFA should be completed on a sponsor basis. Please refer to Section VII, A, #12 of the RFA, pages 20 to 22 and to Attachment 13 for further information.

REQUESTED FORMS

- 60. The RFA includes two sets of budgets, justifications, and workplan forms, which ask for slightly different information. Do we need to complete both sets? If not why are there two?**

See response to Question 61, below.

- 61. I have a question about Page 13 of the RFA. The bottom of Page 13 references a list of appendices that will be needed later and should not be part of the application. The list that follows on Page 14 lists things like the budget and workplan. Is it correct the appendices listed on Page 14 should not be submitted with the RFA? On page 20 of the RFA there is reference to a workplan and budget with the corresponding number of points that can be awarded. I can see not submitting some of the appendices, but these two pieces I would think are important.**

The answer below is to both Question 60 and Question 61:

Per the RFA instructions on Pages 20-21, the budget, justification and workplan forms to be completed are in Attachments 12, 13 and 14. These documents are required as part of the RFA proposal. The appendices mentioned in Section VI, J (starting on page 13 in the body of the RFA) are part of the standard New York State contract and should not be completed at this time. They will be required when contracts are processed at a later date.

- 62. This question is in reference to Page 17 of the RFA. May there be more than one page for the Organizational Chart(s)?**

Please refer to Page 17, VII, A, 8b of the RFA. There is no page limit for the organizational chart.

- 63. Is the workplan to be single spaced or double spaced?**

Attachment 12 of the RFA should be utilized for the workplan. Entries in this Attachment should be single spaced.

- 64. Are there mandated workplan objectives with this contract?**

Please refer to page 20 of the RFA, Section VII, A, 11a for guidance in completing the workplan. The workplan required in the RFA is for the RFA application only and does not have mandatory objectives, but should be consistent with the requirements described in Section V, A-E of the RFA on pages 6 through 8. Successful applicants who are subsequently awarded a contract will be required to complete a contract workplan which **will** have required goals and objectives.

ONGOING SITE ESTABLISHMENT PROCESS

- 65. SBHC sponsors received a letter from the School Health Program in November 2005, stating their new SBHC site establishment application and PERT, received on or before August 12, 2005, was determined to be “substantially complete” and therefore the sponsor was eligible to apply for funding for the site(s) through the SBHC RFA process. Does this mean the proposed SBHC site(s) has/have been approved to operate?**

No. The letter sent in November 2005 by the School Health Program was to inform you of the status of the site establishment application and PERT submitted, for the purpose of conveying your eligibility to apply for funding through the SBHC RFA. The letter does not convey final approval to operate a SBHC site, as several other steps are necessary in the site establishment process. The application review process must be completed; the Regional Office staff must conduct a pre-opening site visit; the Site Establishment Application must be approved; and the site must be deemed to be operational. After all of these requirements have been met, the Director of the School Health Program will send a formal approval letter to the sponsor which specifies the effective date of the approval to operate the SBHC site.

66. Does the current RFA affect the possibility of submitting an unfunded SBHC application? We still want to submit an application for an unfunded SBHC site.

See response to Question 67, below.

67. How does the current RFA impact the NYS application (for new funded sites) that was submitted August 2005?

The answer below is in response to both Question 66 and Question 67:

The site establishment process is an ongoing mechanism for **approving** SBHC sites to operate. The RFA is a mechanism for **funding** the operation of SBHCs. These are separate processes. The RFA does not affect submission of site establishment applications for new SBHC sites. New site establishment applications will continue to be accepted on an ongoing basis.

Any proposed new site for which a substantially complete site establishment application was received by August 12, 2005 is eligible to be included in the RFA application for funding. Site establishment applications received by the August 12, 2005 deadline will continue to be reviewed and approved to operate regardless of the outcome of the sponsor's request for RFA funding, and site establishment applications will be processed on an ongoing basis.

68. We have not received feedback on our application to establish a SBHC which we submitted last July. Will we get this in time to incorporate any feedback into our response to this RFA?

All Article 28 sponsors and potential sponsors which submitted a site establishment application by the August 12, 2005 deadline have received written correspondence from the New York State Department of Health advising whether or not the sponsor/potential sponsor is eligible to apply for the School-Based Health Center RFA based on the site establishment application(s) received. If you have not received this correspondence, please contact Annette Johnson at the phone number or email address specified in the RFA to request a copy of this correspondence.

Department staff is reviewing the large number of site establishment applications received. If questions arise about a particular site establishment application while it is being reviewed,

School Health Program staff contacts the sponsor for additional information. This contact may or may not occur prior to the RFA application due date. The information contained in a site establishment application does not impact the scoring of the RFA application.

69. Is the Health Care Provider still obligated to open a School Based Health Center (new sites only) if the State does not provide new funding?

No. The applicant is not obligated to establish a SBHC site if it does not receive funding.

70. What is the mechanism for applying for a new SBHC location after 2006 and before the end of the new five-year approval cycle? Will the NYSDOH consider applications to open new SBHCs in the future (2007-2011)?

The mechanism for applying for a new SBHC site has not changed and is described in the "Site Establishment Application" document. Applications for new site establishment will continue to be accepted on an ongoing basis, as they have been in the past. The Site Establishment Application document and instructions for completing the document can be obtained by contacting the School Health Program Unit at (518) 486-4966.

71. If a current SBHC location is changing temporarily due to a temporary relocation of the school/student population (example, in case of school renovations), would a provider be required to submit a full application for a new SBHC for the temporary location, as has been the case in prior years? (Page 5 of the RFA, Section IV. 1.)

It is not clear from your question whether "full application" refers to a site establishment application or the RFA application. If your question is in regards to the site establishment application process, please contact the School Health Program at (518) 486-4966 for assistance.

If the above reference to "full application" is to the RFA application, the SBHC site undergoing a temporary change in location would be considered an existing site and can be included in the RFA application.

Anticipated changes in SBHC operations, such as the temporary location change you described above, should be referenced in the Timeline submitted with the RFA application. Please see Page 20 of the RFA, Section VII A, 11 b. for additional information regarding completion of the Timeline.

**Article 28 Sponsors That Submitted New Site-Establishment Applications
by the August 12, 2005 Deadline**

Article 28 Sponsor	Region	
Bedford Stuyvesant Family Health Center	MARO-NYC	
Carthage Area Hospital	Central	
Chenango Memorial Hospital	Central	
Clifton-Fine Hospital	Central	
Coney Island Hospital	MARO-NYC	
EJ Noble Hospital	Central	
Heart Share Wellness LTD	MARO-NYC	
Hunts Point Multi Service Center	MARO-NYC	
Kalieda Health	Western	
Mary Imogene Bassett Hlthcare	Capital	
Montefiore Medical Center	MARO-NYC	
Morris Height Health Center	MARO-NYC	
Mount Vernon Neighborhood Health Center	MARO-notNYC	
North Country Children's Clinic	Central	
North General Hospital	MARO-NYC	
Northern Oswego County Health Services	Central	
Open Door Family Medical Center	MARO-notNYC	
Rochester General Hospital (ViaHealth)	Western	
Sisters of Charity Hospital	Western	
St. Elizabeth's Hospital -Utica	Central	
St. Joseph's Hospital - Yonkers	MARO-notNYC	
St. Regis Mohawk Health Services	Capital	
Soundview Health Center	MARO-NYC	
Stony Brook Unitversity Hospital	MARO-notNYC	
Syracuse Community Health Center	Central	
Threshold Center for Alternative Youth Services, Inc	Western	
United Cerebral Palsy & Handicapped Persons- Utica	Central	
United Health Services	Central	
Urban Health Plan, Inc	MARO-NYC	
Valentine Lane Family Practice	MARO-notNYC	
Whitney M. Young, Jr. Health Center, Inc.	Capital	